



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: Division Chief

Position Number: 16058

Position Grade: GS-15

Salary Range: \$122,530 - \$172,500 (not applicable for detailees)

Vacancy Open Period: 10/12/2021 – 10/27/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/DSOP

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 or up to one below cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees at the same grade or up to one grade lower than the advertised positions grade may apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.



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- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

Lead, initiate, cultivate, and maintain productive working relationships with senior policymakers across the IC in order to coordinate strategy development activities and evolving requirements and promote the implementation of mission and enterprise objectives.

Lead, plan, and prepare briefings, reports, and presentations to organizational leadership, senior policymakers, and senior United States (U.S.) Government agencies USG officials in a manner that meets their specified requirements and provide expert analysis and recommendations that ensure IC strategic plans and programs align with strategic objectives.

Lead and oversee the planning, development, and evaluation of the related strategic planning documents in support of U.S. Government agencies' national security and foreign policy interests and programs.

Lead and oversee the planning, development, and production of strategic guidance for the allocation of resources and investment planning and programming staff elements and activities.

Develop near/mid/long term strategy documents that provide guidance to needs/requirements and resource/investment planning and programming staff elements and activities.

Lead and oversee efforts to engage senior IC leadership on strategic priorities, intelligence needs and gaps, and cross-IC interdependencies in order to link resources to strategy.

Lead, plan, and oversee efforts to create a culture of strategic planning across the IC by promoting best practices in strategy development, execution, and evaluation and communicating priorities, activities, and impact of the strategy to the IC to promote shared vision, values, and goals.

Partner with ODNI staff, Functional, Mission, and Enterprise Managers, and IC elements to promote implementation of mission and enterprise objectives

Lead, plan, and oversee the advancement of outreach activities within and beyond the IC to ensure long term strategy development is informed by the latest and best efforts across the U.S. Government, industry, and foreign partners.

Provide analysis and recommendations to ensure that ODNI and IC element plans and programs align with objectives of the strategic plan.

Lead and oversee the planning and completion of assessments to evaluate IC progress towards mission and enterprise objectives and determine how well the IC is postured for future environments.



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Conduct assessments to capture IC progress towards mission and enterprise objectives and assess how well the IC is postured for future environments.

Manage to ensure full range of understanding of customer requirements related to assigned missions and ensuring these requirements have been conveyed to and coordinated with the ODNI and the IC.

Direct the setting of collection and analysis priorities for national intelligence related to assigned missions.

Lead the IC to meet mission and enterprise objectives of the National Intelligence Strategy (NIS).

Develop integrated collection strategies for respective mission areas. Conduct analysis and provide recommendations on "cross-target tradeoffs".

Advise and engage senior IC leadership on strategic priorities, opportunities, gaps, and interdependencies to link resources to strategy; lead and oversee the communication of emerging strategic issues and trends, independently evaluate against IC strategic elements, and make recommendations for improvements.

Lead efforts to determine the state of collection against assigned missions, identifying gaps against those missions, developing integrated, cross-intelligence collection strategies to fill gaps, tasking collection activity against their assigned missions, consistent with overall guidance from the Deputy Director of National Intelligence/Intelligence Integration (DDNI/II), and evaluating collector responsiveness and success in filling collection gaps and meeting mission requirements. Determine the state of analysis on assigned missions, identifying analytic gaps related to customer requirements, and tasking analysis related to those missions, ensuring that such tasking is consistent with the overall guidance from the Deputy Director of National Intelligence/Intelligence Integration (DDNI/II), and evaluating analysis responsiveness in filling analytic gaps.

Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

Mandatory and Educational Requirements

Expert knowledge of IC organizations' missions in order to develop the national-level strategies and policies necessary to support U.S. national security and foreign policy interests.

Expert leadership experience and analytic expertise to support strategy and policy development, strategic planning and implementation efforts.

Superior ability to identify emerging trends and strategic issues and incorporate these in developing strategic plans for the organization.

Expert ability to evaluate strategic trends, strategy and implementation plans, results, and programmatic data, propose innovative solutions, and implement change.

Expert ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; expert ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.

Superior communication (written and verbal) skills to effectively and efficiently communicate organizational vision, mission, and plans.

Superior ability to communicate clearly, both orally and in written reports, and to logically analyze, synthesize, and evaluate multiple sources of information for their inclusion in briefings and written documents.



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Expert organizational and interpersonal skills to facilitate diverse forums, manage competing priorities, and advocate new ideas/concepts/processes.

Superior ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.



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- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone, 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**